



**OPEN TO PERMANENT DOR EMPLOYEES ONLY**

The Department of Revenue has a 6-month rotational opportunity in Taxpayer Account Administration for a Washington Management Service 3 (WMS3) Program Manager. The position is located in Tumwater.

*Department of Revenue -- Working Together to Fund Washington's Future*

**Position:** Program Manager (WMS3-70007823)

**Division:** Taxpayer Account Administration

**Location:** Tumwater

**Compensation:** \$77,874 - \$94,009 Annually  
*Compensation may vary depending on qualifications.*

**Opens:** October 28, 2009

**Closes:** November 1, 2009

**Who may apply:** This position is open to permanent employees of the Department of Revenue.

**Primary Duties:** The Program Manager (PM) reports directly to the Assistant Director and manages the daily operations of Taxpayer Account Administration. This includes business registration, receivables, payables, refunds, and records maintenance for all businesses reporting excise taxes in the state of Washington in order to assure accurate reporting and accounting of tax revenues for the state

and local governments. This position leads other work units and inter-divisional teams in the implementation of new laws, taxes, or programs affecting businesses and the operations in the agency. This position represents the division on agency wide committees that deal with tax policy, tax application, systems development, and operations policy and procedures.

### **Qualifications:**

The successful candidate must possess:

- Ability to work in a fast pace environment with high work volumes, complex systems and multiple competing priorities.
- Knowledge of and demonstrated skill in applying organization development techniques, conflict resolution and problem solving methodologies, quality principles, and experience in financial management.
- Excellent communication and leadership skills, the ability to coach and mentor staff, the ability to work with individuals at all levels in an organization and a sense of humor are highly desirable.
- Understanding of Government Management, Accountability, and Performance (GMAP), Administrative Procedures, Civil Service Rules, Washington Management Service Rules, Collective Bargaining Agreement, Americans with Disabilities Act, Affirmative Action, Family Medical Leave Act, Diversity and Equal Employment Opportunity policies is essential.

The successful candidate should possess:

- A Bachelor's Degree.
- Experience in operations management.
- Knowledge of Washington State tax law.
- Experience in project management, implementing financial systems and financial controls.
- Proven track record in managing human resource issues.

### **Application Process:**

To be considered for this position, please submit the following materials to [jobs@dor.wa.gov](mailto:jobs@dor.wa.gov) with the subject line “**Acting Program Manager-TAA**” by **November 1, 2009**

- A detailed **resume** outlining your employment history & education, including employment dates and job duties
- A **Letter of interest** describing how your experience, knowledge, skills, and abilities meet the qualifications of this position

You are encouraged to complete the attached voluntary Applicant Profile Data form. *Completion of this form is voluntary.* Information gathered will be used for statistical purposes only and will be kept confidential.

**Special Notes**

The act of submitting application materials electronically is considered affirmation that the information is complete and truthful.

The Washington State Department of Revenue is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, veterans or people with military status, and people of all sexual orientations and gender identities are encouraged to apply. Persons needing accommodation in the application/testing process or this job announcement in an alternative format may call Human Resources at (360) 725-7501, TDD/TTY (360) 664-0580.